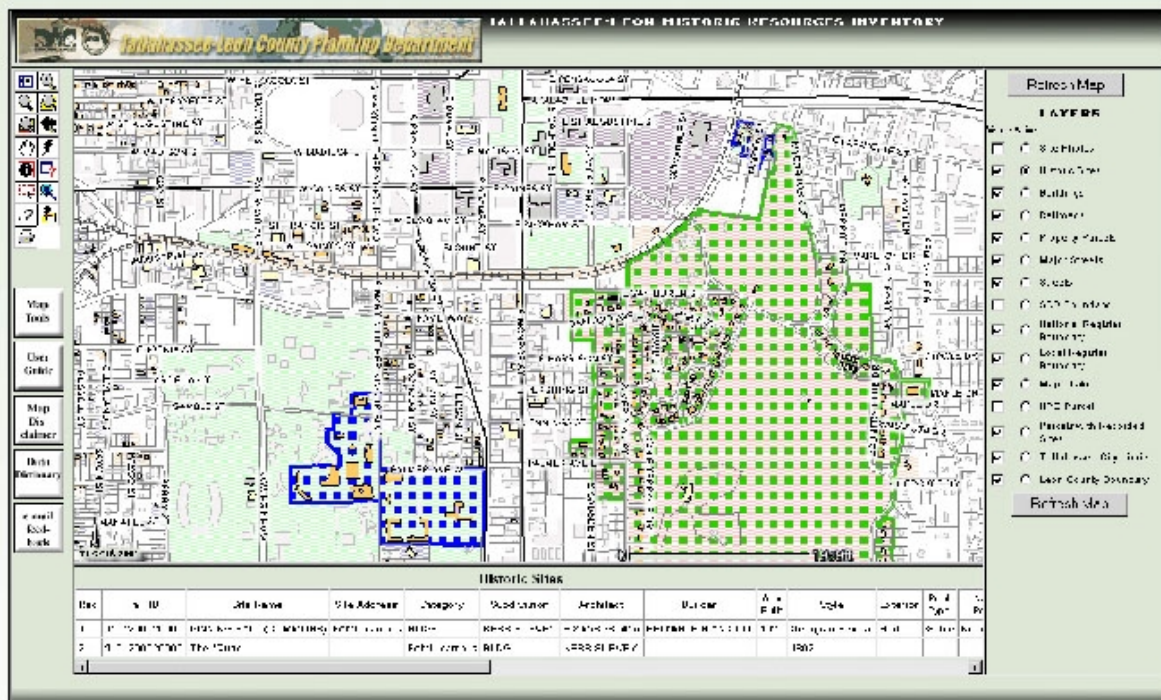


Tallahassee-Leon County Historic Resources Inventory

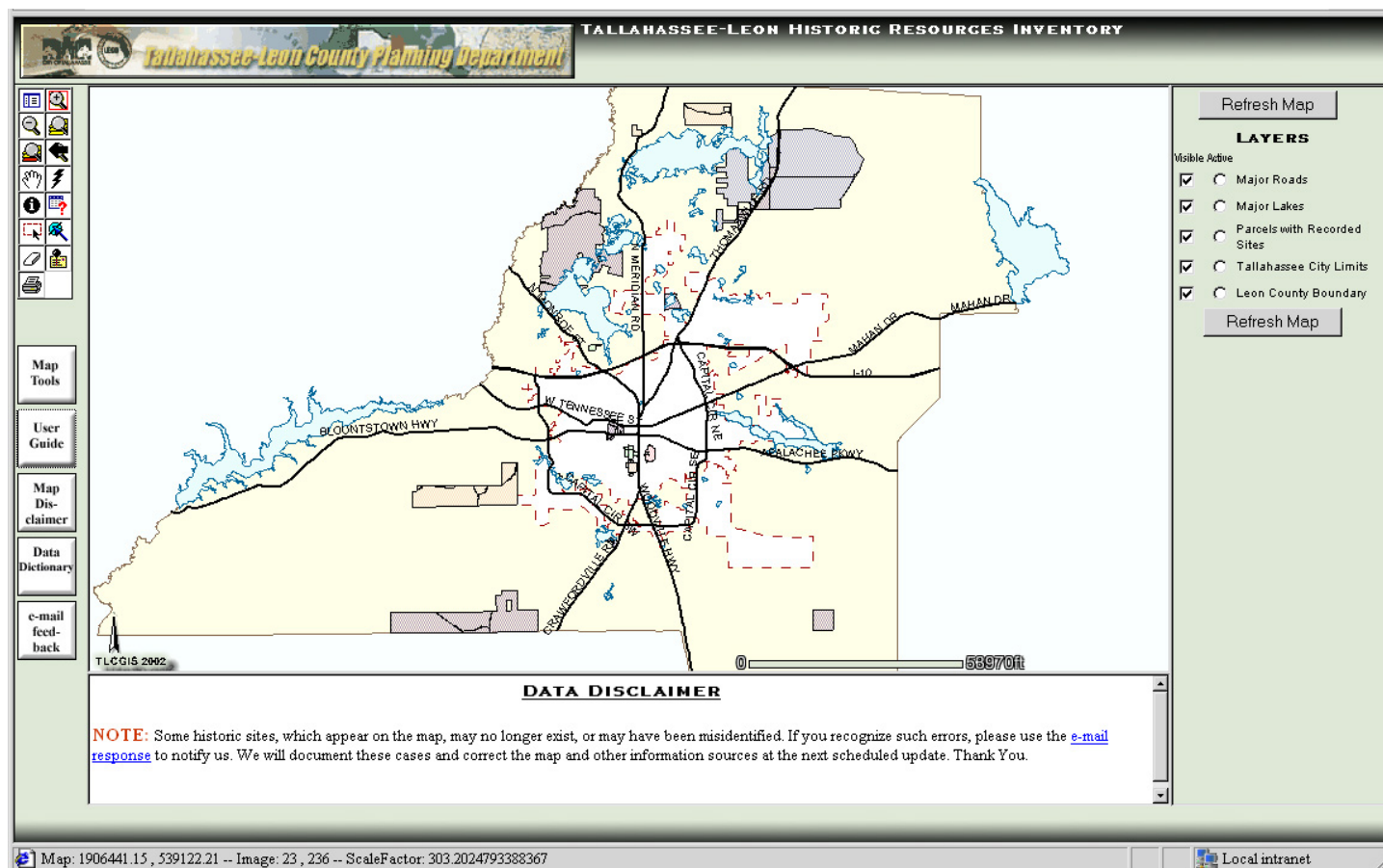
Mapping User Guide



Tallahassee-Leon Historic Resources Inventory Mapping User Documentation

Getting started is simple.

Click on the **Mapping** link at the top of the page and a new window will open with the Tallahassee-Leon Historic Resources Inventory Map.



Map Tools and Information Buttons



Map Tools



**Information
Buttons**

The group of small buttons on the top left side of the screen are your map tools. The large buttons at bottom left of the screen are your information buttons.

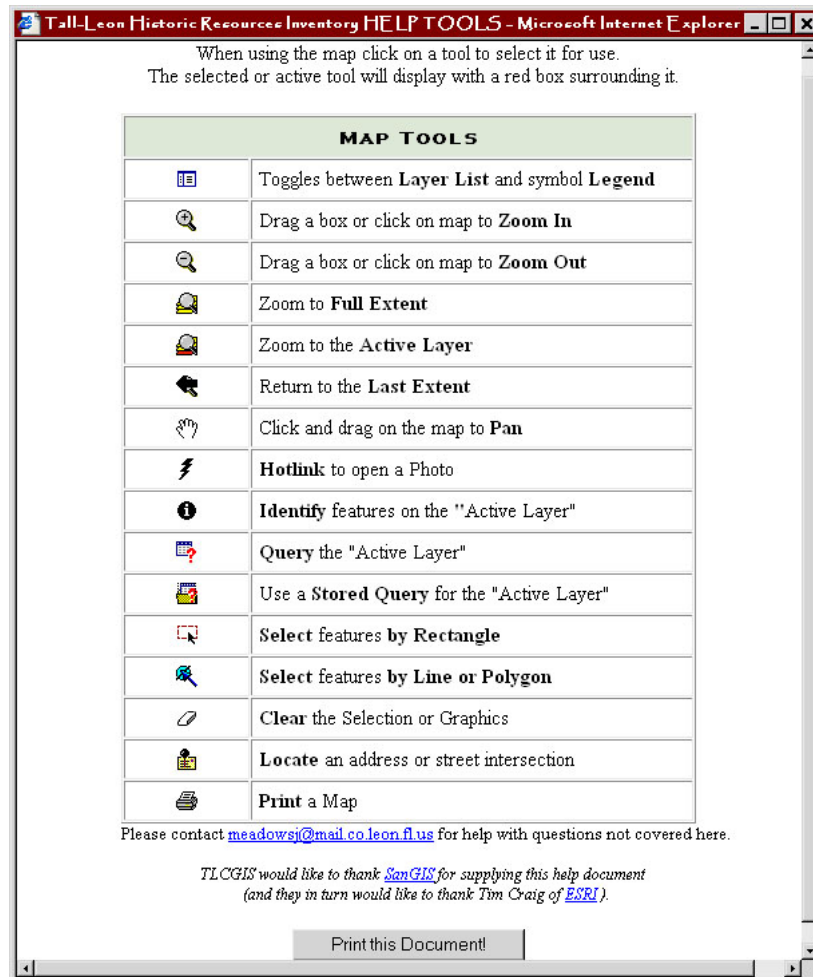


For an on-screen explanation of what each tool does, click on the large button on the left side of the screen labeled **“Map Tools.”**

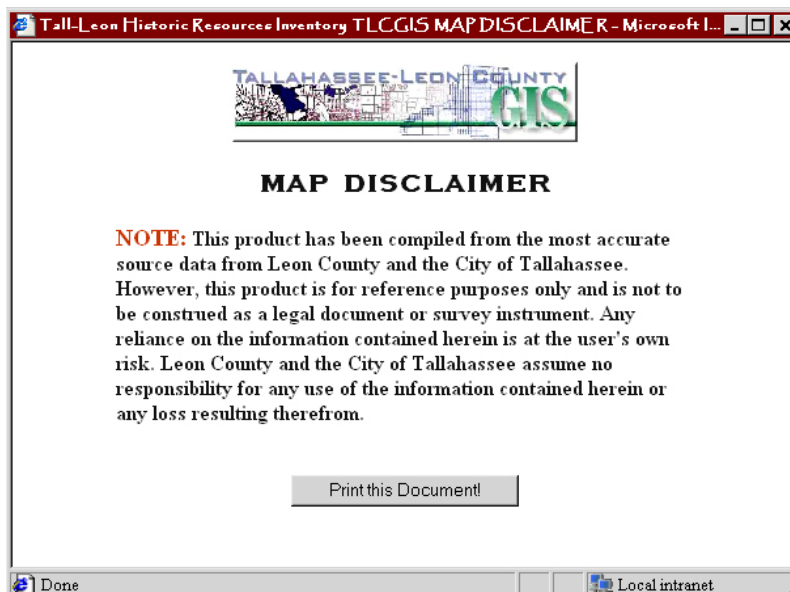
A new window will open. You will see a short description of each tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the **Map Tools** page for a hard copy reference.



The **“User Guide”** button opens this document.



The “**Map Disclaimer**” button also opens in a new window. This document essentially tells you that the data on the map is the best quality data available but to also rely on your own judgment and common sense when using this data. If you print a map for use, it is important to include this information with the map. Be sure to print the Disclaimer and include it when you print a map.





The next button down opens a detailed **“Data Dictionary”** that tells you specifically about all the data you may see on the map. It documents things like the scale the data was created at, the scale at which it is intended to be used, the original source of the data, and a contact for any questions regarding the data.

THEME	DEFINITION	DATA LAYER TYPE/VALUE	SYSTEM LOCATION
<u>SITES:</u>	Buildings or other structures recognized as cultural resources.	Polygon	/edb/F0119/sites
FMSF	Surveyed structure is recorded in the Florida Master Site File (FMSF). Eligibility regarding historic significance is not specified.	Unique Value of "Designation" = 0	
Not Historically Significant	Ineligible for National or Local Register designation.	Unique Value of "Designation" = 1	
Historically Significant	Eligible for National and/or Local Register. Eligible to contribute to a National and/or Local District.	Unique Value of "Designation" = 2	
<u>PARCELS WITH RECORDED SITES:</u>	Property on which a surveyed structure is located or has, in and of itself, historical significance	Polygon	/edb/F0119/parcelsh



The button at the bottom is a handy way to **“e-mail feedback”** about the map to the GIS staff. It opens a blank e-mail form that is already addressed to the TLCGIS Web Mapping staff and your return address. Just fill in the body of the e-mail form with your comments and hit Send.

Mail From: JJ Meadows

File Edit View Actions Tools Window Help

From: Map User CC:

To: chapman@talgov.com BC:

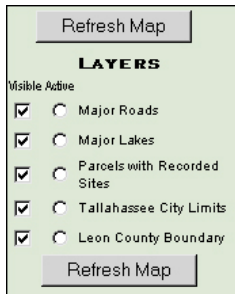
Subject: Historic Property Site

Message: The site looks great!

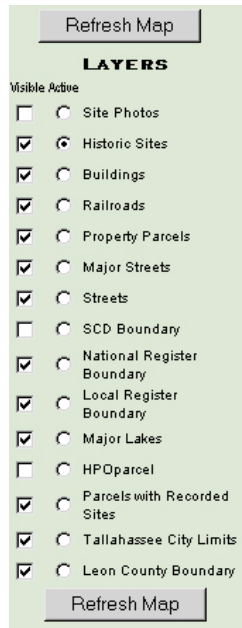
Send Cancel Address Attach

Folder: Work In Progress

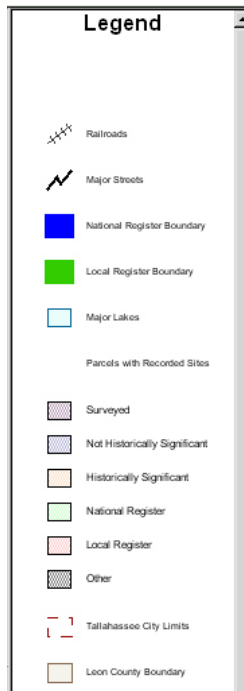
Layers and Legend



(Full view of map)



(Zoomed in map view)



(Map Legend)

The last area of the main window you need to know about is the column on the right side of the screen called **“Layers.”** “Layers” are the different features or sets of data you can select to show on your map.

The layers are “scale dependent” meaning they only show up at the scale they are best viewed at. As you “zoom in” on the map more layers will become visible on both the map and the layer list.

Layers that are currently shown on the map, or are visible, have a check in the square box to the far left of the layer name in the column labeled “Visible”. To turn on additional layers or to turn some of the layers off, just click in the square box to the far left of the layer name and then click one of the

“Refresh Map” buttons.

(which are located at the top and bottom of the layer list.)

The map will redraw to reflect the changes you’ve made.

The column of circular check boxes indicates the “active” layer or the layer that you can currently select information about. Only one layer can be “active” at a time. To change the “active” layer click in the circular box to the close left of the layer name. You do not need to click the “Refresh Map” button for the layer to become “active”.



The map tool at the top left of the map tools group **“Toggles”** between the layers list and the map legend. The “legend” is a reference to what each color and/or symbol on the map represents.

Tool Details



Zoom In: Click on the **“Zoom In”** tool in the top group of tools on the left side of the screen. It looks like a magnifying glass with a plus sign on it. Now you can “click and drag” anywhere on the map and the map will zoom in to that area. Keep using the **“Zoom In”** tool until you see some additional streets start to show up. You may have to zoom in several times before this happens. Experiment with turning some of these on and off. Don’t forget to click the **“Refresh Map”** button at the top of the **“Layers”** list if you turn layers on or off!



Zoom Out: To zoom out, click on the **“Zoom Out”** tool. “Click” it on the map to zoom out.



Zoom to Full Extent: Click on this tool and the map will zoom out to the **“Full Extent”** of the map data or the view you saw when the map window first opened.



Zoom to Active Layer: Click on this tool and the map will zoom to the extent of the layer that is **“Active”**.



Zoom to the Last Extent: Click on this tool and the map will go back to the **“Last Extent”** that was showing or the previous view.



Pan: To move around to different parts of the map or pan, click on the **“Pan”** tool. It looks like a hand. Click the tool on the map, hold the left mouse button down and drag the map in the direction you want to go. Repeat

this process until you have located the area of the map you want.



Hotlink: To view a photo of a historic site (Site Photo) or a scanned image of the National Register for Historic Places Registration forms (Site File) first make sure the map is zoomed in close enough so either the “Site Photos” or “Site File” layer is visible. (NOTE: Not all sites have photos and/or files.) Make sure the layer is both “visible” and “active”. Now click on the **“Hotlink”** tool that looks like a lightning bolt. Click on one of the lightning bolt symbols on the map and a new small window will open with a photo of the site. Close this window by clicking the X at the top right of the window.



Identify: You can get information about specific features by using the **“Identify”** tool. First use the **“Active”** check box to select a layer you want to retrieve information from. Note that only one layer can be active at a time. That layer will have the circular box checked on the layer list. Next, click the **“Identify”** tool, and then click on a specific feature in the active layer on the map. Data about that specific feature is displayed at the bottom of the screen.

Query and Select



Query: First make the layer you want to query “Active” by clicking on the round check box to the left of the layer name. Next click the Query tool.

From the “Field” dropdown list select the field you want to query against. From the “Operator” dropdown list choose the operator you want to use. Type the value you are looking for in the “Value” field or click the Get Samples button and you will get a drop down list of the values in that field. After you have constructed the query string you want click the “Add to Query String” button. You will see the string appear in the bottom box. Then click the “Execute” button to execute the query. You can create more complex queries by using the additional operators AND, OR, NOT. Whatever expression is in the lower box is the only thing that is included when you click the “Execute” button. If you are very familiar with the data you can type a query directly in the lower query expression box.



Stored Query: Two “Stored” or pre-defined queries exist for the **“Parcels with Recorded Sites”** layer. You can query this layer by **FL Site File ID** or by **Property Parcel ID**. First make sure the **“Parcels with Recorded Sites”** layer is “Active” then choose the Stored Query tool. From the “Parcels with Recorded Sites” dropdown list select the field you want to query against. Type in the “Value:” for the field and click on “Execute”. The query is case sensitive; values in both of these fields are all capital.



Select by Rectangle: First make the layer you want to query “Active” by clicking on the round check box to the left of the layer name. Click on this tool then click and drag a box around the features you want to select on the map. The selected features will appear in yellow.



Select by Line or Polygon: First make the layer you want to query “Active” by clicking on the round check box to the left of the layer name. Click on this tool then slowly click points around the feature(s) you want to select on the map. When you are done placing points click either the “Complete Line & Select” button or the “Complete Polygon & Select” button. The selected features will appear in yellow.

Locating a specific address



Use the **“Locate Address”** tool (near the bottom of the tool group; it looks like an envelope with a pushpin on it) to find a specific address on the map. Once you click the **“Locate Address”** tool, some boxes show up at the bottom of the browser.

Layer: Streets	Select Layer	Locate
Street: Streets		
street n: Property Parcels		727 calhoun
Cross street:		
cross street name and type		

The first box, called “Layer,” a drop-down list with two different ways for you to find addresses. The first choice is **“Streets.”** This method of locating an address uses a set of data that contains address ranges for sections of streets. Location is based on the computer program knowing which range of addresses falls on each street section, then using this information to approximate the location of a given address along the street segment. When an address is found, its approximate location is displayed with a red dot on the street adjacent to the located address. This method of address matching can also be used to locate the intersection of two streets.

Street Addresses: Let’s try finding an address. Click the **“Locate Address”** tool if you haven’t already. With **“Street s”** showing in the “Layer” box at the bottom of the screen, click **”Select Layer.”** Then click the cursor in the **“Street”** box (the empty white box on the right) and enter an address (300 Adams St, for instance). Now click the **“Locate”** button on the right. You will see the program returns two possible choices based on the address you typed. Click on the blue number to the left of **“300 S Adams St.”** The map either labels and displays the intersection, or gives you a list of possible matches to select from (click the blue number on the one you want).

Street Intersections: Now try to locate an intersection. Click on the **“Locate Address”** tool. By default, the **“Street Segments”** choice is active, so simply click in the **“Street”** box and type a street (Tennessee St), then click in the **“Cross Street”** box and enter a second street (Ocala Rd). Then click the **“Locate”** button. The map either labels and displays the intersection, or gives you a list of possible matches to select from (click the blue number on the one you want).

Parcel Addresses: An alternate method of finding a specific address uses the property parcel database. After clicking on the **“Locate Address”** tool, click on the drop-down arrow in the **“Layer”** box. You will see a choice of **“Property Parcels.”** Click on this choice and then you **MUST** click on **“Select Layer.”** That is easy to forget, but you have to do it! Next, simply click in the **“Street”** box (the white box), type the address, and click **“Locate.”** This method of locating an address is more exact than the **“Street”** method, but is less tolerant of imprecise addresses – it relies on closely matching the address you enter with the official address listed in the Property Appraiser’s database.



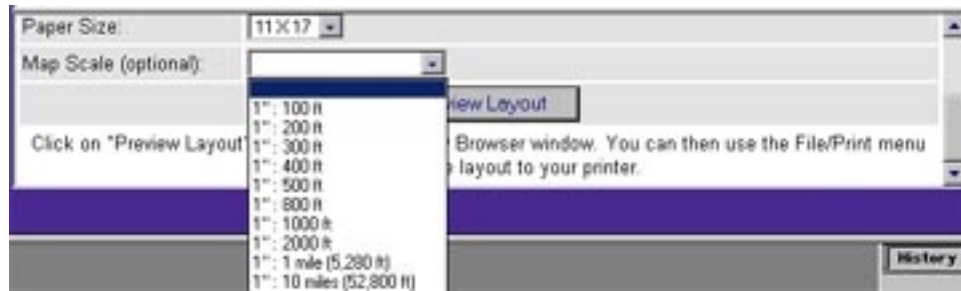
Clear: Clicking this tool **“Clears”** or un-selects any selection you have made to the data and removes any highlights and/or graphics created by the selection.



Print: Once you have the map looking the way you want on the screen, simply click the **“Print”** tool. A new print interface appears at the bottom of the screen.

Print Layout	
Title:	
Sub-Title:	
Paper Size:	8.5X11
	8.5X11
	11X17
	22X34
	36X48

You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop list of 10 scale choices (1":100 ft, 1":200 ft, 1":300 ft, 1":400 ft, 1":500 ft, 1":800 ft, 1":1000 ft, 1":2000 ft, 1":1 mile, 1":10 miles). If you don't select a scale, the map will print close to what you see on your screen.



Then click on **“Preview Layout.”** A new window opens, showing the map available to print. Using the Microsoft Internet Explorer **“File”** and **“Print”** menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and “landscape” page orientation. Then click “OK” to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.